

**Massachusetts Department of Public Health
Arbovirus Laboratory
William A. Hinton State Laboratory Institute
305 South Street, Jamaica Plain, MA 02130**

Instructions for Packaging and Transporting Birds to the William A. Hinton State Laboratory Institute

**You must have approval from the State Laboratory before sending a bird for testing.
Call 866-MASS-WNV (866-627-7968) to report dead birds, to obtain testing approval and to obtain an assigned Tracking ID for tracking purposes.**

Do not use these packaging materials to send rabies or any other clinical specimens to William A. Hinton State Laboratory Institute. Guidelines for proper shipment of rabies specimens can be found on the MDPH website at www.mass.gov. Search Rabies. See links for Rabies Submission Form and Rabies Specimen Instructions.

Do not touch any dead animal with bare hands. Wear gloves when packaging birds, and wash hands with soap and water afterwards. Use a permanent marker to write assigned tracking ID where indicated.

Materials per kit, provided by the SLI:

- 1 opaque white, self-sealing plastic bag
- 1 clear zipper lock plastic bag with biohazard label
- 2 absorbent pads
- 1 frozen ice pack
- 1 pair disposable gloves
- 1 cardboard box with UPS compliant labels
- WNV Dead Bird Reporting and Test Request Form
- 1 document pouch
- Instructions for transporting specimens by UPS

Packaging:

1. Double wrap the bird using two absorbent disposable pads, and place the wrapped specimen into the clear plastic zipper lock specimen bag with a biohazard label affixed to the outside.
2. **Write the assigned tracking ID on the zipper lock bag using a permanent marker.**
3. Place a frozen ice pack in the opaque white bag.
4. Place the zipper lock bag on the frozen ice pack in the opaque white bag.
5. **Print the assigned tracking ID and address where the bird was found on the label on the opaque white bag using a permanent marker.**
6. Seal the opaque white bag, and place it into the cardboard box.
7. Seal the box with tape.
8. **Fill out a WNV Dead Bird Reporting and Test Request Form for each dead bird submitted for testing.**
9. Place the completed *WNV Dead Bird Reporting and Test Request Form(s)* into the document pouch located on top of the box and seal the pouch.
10. Fill out address on the Repository Label affixed to the outside of the box.
11. Fill out and sign the UPS Air Waybill and affix it to the top of the box.
12. Marking on outside of box must have "**Biological Substances, Category B**" and **UN3373 symbol**". An appropriate shipping label is included with these instructions (reproduce as needed). **Do not use** marking with "Diagnostic Specimen" or "biohazard symbols" as this no longer recognized. If your cardboard box is marked with Diagnostic Specimen or biohazard, it will not be accepted by UPS.

For questions regarding transport or to obtain bird packaging supplies call 617-983-4393.

INSTRUCTIONS FOR FILLING OUT A UPS SHIPPING DOCUMENT (Air Waybill)

To schedule a pick up via UPS anywhere in Massachusetts call 800-742-5877

- Section 1.** **Preprinted.** UPS Account Number
Preprinted. Contact person's complete name, telephone number, company name, and mailing address
Preprinted. Reference number for our records will be **WNV**
- Section 2.** **Preprinted.** The receiver's name as MDPH/WAHS LI Arbovirus Specimen Processing, Room 869, 305 South Street, Jamaica Plain, MA 02130.
- Section 3.** **Preprinted.** The weight of the package is designated and pre-printed as 8 pounds.
- Section 4.** Shipper Release. Leave this section blank.
- Section 5:** **Preprinted.** Type of service - Next Day Air
- Section 6.** Optional services. Leave this section blank.
- Section 7.** Additional Handling Charges. Leave this section blank.
- Section 8.** **Preprinted.** Method of Payment, bill receiver will be checked off.
- Section 9.** Leave this section blank.
- Section 10.** **The Shipper must sign and date the shipping document.**

For Transport via UPS from Martha's Vineyard or Nantucket:

There is a designated UPS drop-off location in the Martha's Vineyard Airport and on Airport Road in Nantucket. Both are UPS Customer counters that are staffed by UPS employees.

Martha's Vineyard

Hours of Operation:

Monday through Friday 2:00 PM to 7:00 PM

Closed Saturday and Sunday

Nantucket

Hours of Operation:

Monday through Friday 7:30 AM to 11:30 AM, and
4:00 PM to 6:00 PM

Closed Saturday and Sunday

To schedule a pick up via UPS anywhere in Massachusetts call 800-742-5877

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